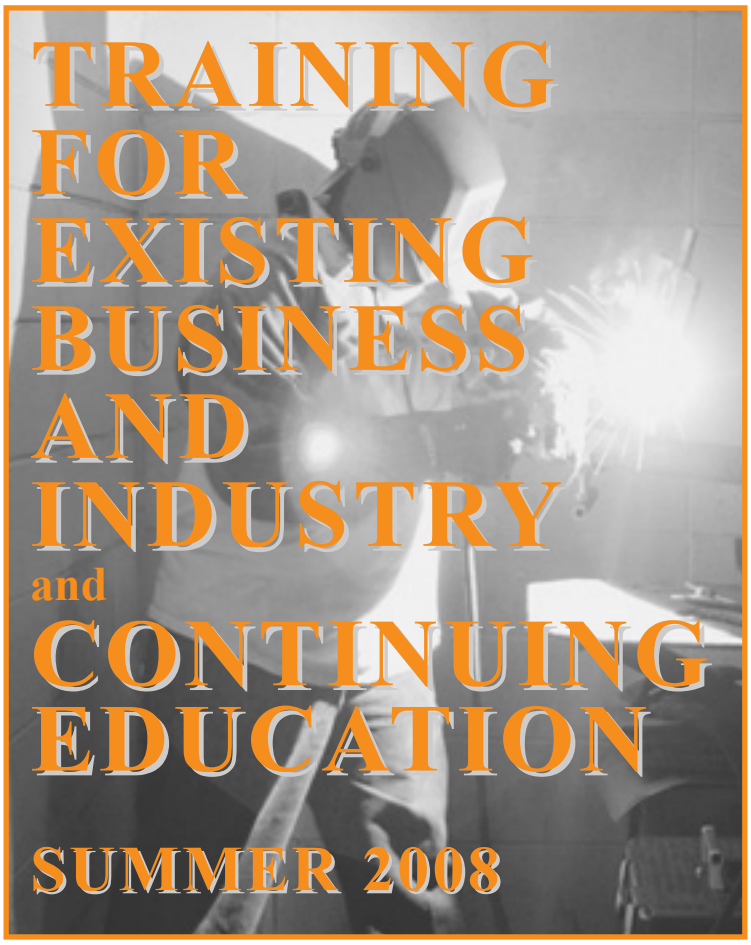
SHELTON STATE
COMMUNITY COLLEGE



TRAINING FOR EXISTING BUSINESS AND INDUSTRY

CUSTOMIZED TRAINING

Training for Existing Business and Industry (TEBI) offers **group rates** on the training programs listed in the current schedule. In addition, ***CUSTOMIZED TRAINING may be designed*** to meet specific company or organizational needs. Customized training is available upon request when and where needed and is tailored to meet the particular company needs. TEBI works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace.
Current customized training programs include:

- Computer Applications
- Industrial Maintenance Technology
- Forklift Safety
- Leadership & Supervision
- Workplace Spanish
- Welding
- Customer Service

CONTINUING EDUCATION

SKILLS TRAINING & PROFESSIONAL DEVELOPMENT

Skills Training classes are all job specific and job preparatory with most courses lasting three months or less. Certificates are received at the completion of courses that include training in computers, Microsoft applications, Industrial Maintenance Technology, etc.

Many of the classes do not require a high school diploma or a GED to participate.

Professional Development programs offer Continuing Education units (CEU) upon successful completion of a course. For every ten (10) hours of participation, a student receives one CEU. The units are recorded on the college transcript, and a certificate is provided at the conclusion of each course where CEUs are earned. Programs include Real Estate and Real Estate Appraisal, Forestry, Nursing, and Turf Grass & Pest Control courses to maintain licensure.

MANUFACTURING TECHNOLOGY CUSTOMIZED COURSES

Principles of Industrial Maintenance
Fundamentals of Industrial Hydraulics and Pneumatics
Principles of Mechanical Measurements & Technical Drawing
Preventive Maintenance
Principles of Industrial Pumps and Piping Systems
Principles of Industrial Environmental Controls
Precision Machining Fundamentals I
Industrial Wiring I
Industrial Motors I
Industrial Motors II
Industrial Motor Controls I
DC Fundamentals
AC Fundamentals
Principles of Industrial Maintenance Metal Welding and Cutting Techniques
Introduction to Process Control
Fundamentals of Electricity I
Fundamentals of Electricity II
Industrial Safety and Maintenance Techniques
Applied Principles of Programmable Logic Controllers

FORKLIFT OPERATOR SAFETY TRAINING

2 sessions — Cost: $150
Tues. & Thurs. — 3:00-7:00 p.m.

A training seminar lasting approximately 8 hours consists of (1) an up-to-date safety video complete with handbooks, (2) a review of each section covered in the handbook, (3) a written test and (4) an actual hands on demonstration conducted on-site at your location. All employees completing the seminar will receive a certificate and operator's license. To register, contact Training for Existing Business and Industry at 205.391.2434.

FOR NEW CLASSES OR POSSIBLE CHANGES, PLEASE CALL
205.391.2386
OR VISIT OUR WEBSITE
sheltonstate.edu.
Go to WORKFORCE OPPORTUNITIES and click on the drop down for SKILL TRAINING AND PROFESSIONAL DEVELOPMENT.

EducationToGo The Future of Online Instruction
Microsoft Office Specialist Authorized Testing Center
achieveglobal
WorkKeys

2003 ICC PLUMBING CODE COURSE - FOR THE JOURNEYMAN & MASTER EXAM

12 sessions Cost: $150 (does not include book)
Tues. & Thurs. 6:00 - 8:00 p.m.

Alabama has a growing need for Journeyman Plumbers. The ICC Plumbing Code course is 24 hours of classroom instruction, taught by an experienced master plumber, to prepare you for the Journeyman or Master Plumber exam. The course covers the information in the 2003 Plumbing Code book, including how to use tables and how to properly install a plumbing system per code. For more information, contact Training for Existing Business and Industry, 205.391.2434.

GEOGRAPHIC INFORMATION SYSTEM I & II

6 sessions Cost: $350
GIS I Mon. & Thurs. 5:30-8:30 p.m.
GIS II Mon. & Thurs. 5:30-8:30 p.m.
This course will prepare each student with hands on GIS training using ESRI software. Participants study the basic design and operation of a Geographic Information System, data collection and presentation, displaying and editing data, and working with tables. This is a great tool for mapping important data such as topography, voting districts, crime mapping, population distribution, and many more.

SHELTON STATE'S NEW COMPUTER CERTIFICATE PROGRAM PREPARES WORKERS FOR JOBS REQUIRING BASIC COMPUTER SKILLS

OFFICE SYSTEMS TECHNOLOGY

TBI 212-02 10 weeks 20 CEU
Mon. - Fri. 8:00 a.m.-12:15 p.m. June 2-August 8
Room: 1353 Cost: $1680 Instructor: Dave Cooper
Maximum 15 students
Class will not be held July 4.
This course is intended to provide an in-depth introduction to Office 2003. Some knowledge of Windows XP is assumed (keyboarding or typing), and no mathematics beyond the high school freshman level is required. The objectives of this course are

- To teach the fundamentals of Microsoft Office 2003 which includes: Word, Excel, Access, PowerPoint, and Outlook.
- To expose students to practical examples of the computer as a useful tool by using an exercise-oriented approach that allows learning by doing.
- To acquaint students with the proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use.

Text: *Thomson Course Technology, Microsoft Office 2003: Introductory Concepts and Techniques, Premium Edition*.
For more information, contact Continuing Education at 205.391.2386. **WIA APPROVED**

WELDING CERTIFICATION & TESTING

Shelton State Community College offers various courses and a certificate for welders. Testing is conducted each Friday morning between the hours of 7-10 a.m. For more information or to set up a certification test, please contact Training for Existing Business & Industry, 205.391.2434.

WORKKEYS® FOR PARAPROFESSIONAL

Wednesdays 9:00 a.m. - 12:00 p.m.
June 4, July 2, August 6, September 3
Must register by noon Tuesday. To register, contact Training for Existing Business and Industry, 205.391.2434.

WORKKEYS® FOR THE CAREER READINESS CERTIFICATE

Wednesdays 9:00 a.m. - 12:00 p.m.
June 11, July 9, August 13, September 10
Must register by noon the Tuesday before the test.
Alabama's Career Readiness Certificate serves as a common language between employers, job seekers, and educators. It is a portable skills credential assuring employers that a job applicant has the basic skills they seek. The Career Readiness Certificate (CRC) is an assessment-based credential based on ACT's WorkKeys® that gives employers and career seekers a uniform measure of key workplace skills. For more information, please visit careerreadyalabama.com. To register for the CRC WorkKeys assessment call 205.391.2434.

CONTINUING EDUCATION

TRUCK DRIVER TRAINING

TBI 225-01 May 30-July 25
Mon - Fri. 7:30 am - 3:30 pm Cost: $1,500
Instructors: Mike Warren & Mike Tusic Max. 8 students
Class will not be held on July 4.
This is an eight-week, non-credit program that is offered through Continuing Education. Upon successful completion of the program's course and passing the DOT written examination, the student will receive an operator's license and a certificate of completion from Shelton State Community College. For more information on this program or to register for a class, contact Continuing Education, 205.391.2386.

KEYBOARDING

TBI 210 - 50 6 sessions 1.8 CEU
Thurs. 6-9:15 p.m. June 12-July 17
Room: 2260 Cost: $140
Instructor: Tracey Woolbright Maximum 15 students
Alphabetic keys, numbers, and common symbols will be covered in exercises to teach the entire keyboard with speed and accuracy recorded. Please bring one 3.5 inch high-density disk and a pencil. For more information, contact Continuing Education, 205.391.2386.

INTRO TO COMPUTERS & WINDOWS

TBI 211 - 50 7 sessions 2.1 CEU
Wed. 6 - 9:15 p.m. June 18-July 30
Room: 1353 Cost: $140
Instructor: Dave Cooper Maximum 15 students
PREREQUISITES: Keyboarding. Topics included in this very basic course are the computer components and their usage; an overview of computer software and uses; the basics of Windows communication; launching an application program; exploring the windows desktop; disk organization and menus; getting online help;

☑DENOTES A NEW COURSE

managing files and folders; and windows explorer. Text: *Microsoft Windows XP Introductory Concepts & Techniques, Service Pack* by Shelly, Cashman & Forsythe. Please bring one 3.5 inch high density disk. For more information, contact Continuing Education, 205.391.2386.

INTRO TO MICROSOFT EXCEL

TBI 203-50 6 sessions 1.8 CEU
Tues. 6-9:15 p.m. June 17-July 22
Room: 1353 Cost: $140
Instructor: Richard Carroll Maximum 15 students
PREREQUISITES: Basic Computer and Windows. Learn about Excel's menu selection, cursor movement, data types, cell addressing, and help options to build a simple spreadsheet. Editing data, formulas, functions; formatting; writing web queries; using the handy AutoFormat feature to format data; and linking a worksheet to a word document will also be included. Text: *Microsoft Office Excel 2003, Complete Concepts and Techniques, CourseCard Edition* by Shelly, Cashman, & Quasney. Please bring one 3.5 inch high density disk.

INTRO TO MICROSOFT WORD

TBI 202-50 6 sessions 1.8 CEU
Thurs. 6-9:15 p.m. August 6-September 10
Room: 1353 Cost: $140
Instructor: Dave Cooper Maximum 15 students
PREREQUISITES: Keyboarding and Windows. Topics in this course include opening, closing, creating, saving, previewing, and printing documents; bullets and numbering; fonts character and paragraph settings; move/copy; search/replace; speller; thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers and footers; page numbering; document views; selecting text; scroll bars; pagination; shortcut keys and more. Text: *Microsoft Office Word 2003: Illustrated Complete, CourseCard Edition* by Jennifer Duffy and Carol M. Cram. Please bring one 3.5 inch high density disk. For more information, contact Continuing Education at 205.391.2386.

INTRO TO QUICKBOOKS PRO

TBI 200 - 51 6 sessions 1.8 CEU
Wed. 6-9:15 p.m. June 18-July 23
Room: 2260 Cost: $140
Instructor: Notoisha Banks Maximum 15 students
PREREQUISITES: Basic Computers and Windows. This course offers a checkbook format for computerized accounting. Training includes instruction regarding establishing accounts; creating company lists for employees, jobs, and vendors; customizing fields; establishing product inventory records; ordering, receiving, and paying for inventory; tracking and paying sales tax; doing payroll with QuickBooks; time tracking; job costing and more. Text: *QuickBooks Learning Guide 2006* by A.L. Craig. Please bring one 3.5 inch high density disk.

WEB DESIGN CERTIFICATION

For more information, contact Continuing Education at 205.391.2386.

WRITING FOR THE MASS MEDIA

TBI 381
Date and Time: TBA Cost: $200
Instructor: TBA Maximum 15 students
PREREQUISITES: None. Introduction to the technique, form, style, and content of writing for the mass media, with attention to the various formats used in journalism, telecommunications, advertising, public relations and Internet communications. Cost of textbook is not included in tuition.

IMAGING

TBI 375
Date and Time: TBA Cost: $200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of PCs and Windows. Introduction to Illustrator and Photoshop software. Emphasis is placed on using the tools in both software programs and advancing to practical advertising and page layouts using stock photos, images and basic design principles. Comprehending and applying commands and procedures would be the objective. Cost of textbook is not included in tuition.

DATABASE MANAGEMENT SOFTWARE APPLICATION

TBI 376
Date and Time: TBA Cost: $200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of PCs and Windows. This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management. NOTE: There is an approved standardized plan-of-instruction for this course. Cost of textbook is not included in tuition.

MULTI MEDIA FOR THE WORLD WIDE WEB

TBI 377
Date and Time: TBA Cost: $200
Instructor: TBA Max. 15 students
PREREQUISITES: Basic knowledge of PCs and Windows. This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page utilizing multimedia. Cost of textbook is not included in tuition.

INTRO TO THE INFORMATION HIGHWAY

TBI 378
Date and Time: TBA Cost: $200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of PCs and Windows. This course introduces the student to the basic principles of the information highway. Students will be exposed to different network information tools such as electronic mail, network news, gophers, the World Wide Web, browsers, commercial information services, and the use of appropriate editors or software to introduce construction of Web environments. Cost of textbook is not included in tuition.

INTERMEDIATE WEB DEVELOPMENT

TBI 379
Date and Time: TBA Cost: $200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of PCs and Windows. This course builds upon basic skills in Web authoring. Various Web authoring tools are introduced. Upon completion students will be able to use these tools to enhance Web sites. Cost of textbook is not included in tuition.

ADVANCED WEB DEVELOPMENT

TBI 380
Date and Time: TBA Cost: $200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of PCs and Windows. This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. This course helps

prepare students for the Certified Internet Webmaster (CIW) Foundations certification. Cost of textbook is not included in tuition.

INTRO NETWORKING COMMUNICATIONS

TBI 383
Date and Time: TBA Cost: $200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of PCs and Windows. This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students will gain hands-on experience in basic networking. This course further helps prepare students for certification. NOTE: There is an approved standardized plan-of-instruction for this course. Cost of textbook is not included in tuition.

DIRECTED STUDIES IN COMPUTER SCIENCE

TBI 384
Date and Time: TBA Cost: $200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of PCs and Windows. This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor. Cost of textbook is not included in tuition.

E-COMMERCE

TBI 382
Date and Time: TBA Cost: $200
Instructor: TBA Maximum 15 students
PREREQUISITES: Basic knowledge of PCs and Windows. This course is an introduction into e-commerce. Topics include marketing, building an e-commerce store, security, and electronic payment systems. Upon completion students will be able to build an e-commerce presence. Cost of textbook is not included in tuition.

PROFESSIONAL DEVELOPMENT

REAL ESTATE

REAL ESTATE PRINCIPLES

TBI 104-50 20 sessions 6 CEU
Mon. & Thurs. 6-9:15 p.m. June 2- August 8
Room: 2154 Cost: $360
Instructor: Skip Brooks
This is an introductory real estate course that will prepare participants to take the Alabama Real Estate test to become a licensed realtor. The course will provide the necessary terminology, background, and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. Text: *Modern Real Estate Practice, Edition 17* by Galaty, Allway & Kyle and the State of Alabama, Real Estate Commission License Law, Revised 2006.

REAL ESTATE LICENSE LAW

TBI 124-50 Date, Time & Location TBA
.3 CEU 3 contact hours

RECAD

TBI 125-50 Date, Time & Location TBA
.3 CEU 3 contact hours

FAIR HOUSING

TBI 126-50 Date, Time & Location TBA
.3 CEU 3 contact hours

RISK MANAGEMENT

TBI 127-50 Date, Time & Location TBA
.3 CEU 3 contact hours

CONTRACTS

TBI 128-50 Date, Time & Location TBA
.3 CEU 3 contact hours

ETHICS

TBI 129-50 Date, Time & Location TBA
.3 CEU 3 contact hours

NURSING

SPANISH FOR HEALTH CARE PROFESSIONALS

TBI 149-50 8 sessions 1.2 CEU
Date: TBA 6:30-8:00 pm
Room: TBA Cost: $140
Instructor: Rafael Alvarez
This program will enable nurses and other hospital staff to communicate in a simple, effective manner with Hispanic patients and their families.

ALABAMA DEPARTMENT OF PUBLIC HEALTH Web casts

Contact 205.391.2386 for up to date listings of the Alabama Department of Public Health Satellites Conferences.
Contact hours depend on length of Web cast.

HEALTH ASSESSMENTS K - 12

TBI 135-01 Date, Time & Location TBA
.6 CEU 6 contact hours

HEALTH CARE ISSUES FOR MILITARY PERSONNEL RETURNING FROM IRAQ

TBI 138-01 Date, Time & Location TBA
.25 CEU 2.5 contact hours

REASONABLE SUSPICION OF DRUG ABUSE

TBI 134-01 Date, Time & Location TBA
.2 CEU 2 contact hours

ALABAMA COUNCIL OF PRACTICAL NURSE EDUCATORS

TBI 139-01 Date, Time & Location TBA
.1 CEU 1 contact hour

AMERICAN HEART ASSOCIATION BASIC LIFE SUPPORT

TBI 142-01 Date, Time & Location TBA
.4 CEU 4 contact hours

CHILDHOOD OBESITY

TBI 145-01 Date, Time & Location TBA
.2 CEU 2 contact hours

GROWTH & DEVELOPMENT

TBI 141-01 Date, Time & Location TBA
.15 CEU 1½ contact hours

DISASTER: MENTAL HEALTH REALITIES & CHALLENGES

TBI 137-01 Date, Time & Location TBA
.2CEU 2 contact hours

BOMBS, EXPLOSIONS & PREPAREDNESS
TBI 144-01 Date, Time & Location TBA
.15 CEU 1½ contact hours

HORTICULTURE & PEST MANAGEMENT

TURFGRASS MANAGEMENT
TBI 117-50 TBA
TBI 115-50 TBA

FORESTRY
TBI 121-01

HEATING & AIR CONDITIONING
TBI 151-50 thru TBI 155-50 Date, Time & Location TBA
INTRODUCTION TO MICROSOFT EXCEL
HEAT PUMP TRAINING
GAS FURNACE TRAINING
LOAD PROGRAM MANUEL J
CUSTOMER RELATIONS, HOW TO RUN A BUSINESS, & MANAGEMENT CLASSES
For more information on classes for CE programs for Heating and Air Conditioning, please contact Continuing Education at 205.391.2386.

CERTIFIED PUBLIC ACCOUNTANTS
TBI 161-50 thru TBI 167-50 Date, Time & Location TBA
QUICKBOOKS 2007 FOR CPAs
INTRODUCTION TO MICROSOFT EXCEL
INTERMEDIATE MICROSOFT EXCEL
ADVANCED EXCEL
ESTATE PLANNING UPDATE COURSE
SERVICE MARKETING
ENHANCING EMPLOYEE PERFORMANCE
For more information on classes for CE programs for CPAs, please contact Continuing Education at 205.391.2386.

ON-LINE INSTRUCTION

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

EducationToGo
The Future of Online Instruction

All courses run for six weeks (with a two-week grace period at the end if needed), and costs range from $80 to $135 with the exception of the paralegal courses. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Complete any of these courses entirely from your home or office any time of the day or night.

How to Get Started:
1. Visit our Online Instruction Center: ed2go.com/shelton
2. Click the Orientation link and follow the instructions to enroll and pay for your course. Registration and Orientation are completed on-line with payment handled directly through Continuing Education at Shelton State Community College. You will also be provided an opportunity to choose the name and password you will use to access your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password selected during orientation.

A complete course listing is not possible in this publication, but the broad topics for course listings include the following:
- The Internet
- Web Page Design
- Web Graphics & Multimedia
- Web Programming
- Basic Computer Literacy
- Computer Applications
- Desktop Publishing & Imaging
- Computer Troubleshooting and Networking
- Computer Programming & Database Management
- Digital Photography and Digital Video
- Languages
- Writing and Publishing
- Entertainment Industry Careers
- Grant Writing & Non-profit Management
- Business Planning and Entrepreneurial Courses
- Sales and Marketing
- Accounting
- Business Administration and Management
- Test Prep
- Personal and Career Development
- Personal Finance and Wealth Building
- Health Care, Nutrition and Fitness
- Family and Personal Enrichment
- Child Care and Parenting
- Art, History, Psychology, and Literature
- Math, Philosophy, and Science
- Law and Legal Careers
- Continuing Education for Health Care Professionals
- Courses for Teaching Professionals

For a complete listing of courses available under these topics please refer to the website. Internet access, an email address, and a Web browser are needed for these courses. Additional requirements, if any, will be listed with the course description. For more information, go to ed2go.com/shelton or call 205.391.2386.

PART 161 FLIGHT TRAINING SCHOOL
This course is being taught through an agreement with Wallace State Community College. The 24 week FAA Private Pilot Certificate will be taught by James Kicker at the Tuscaloosa Municipal Airport. The approximate cost of the program is $6500. For information or to register contact Marsha Bradford 256.737.3040, marsha.bradford@wallacestate.edu, or Wallace State Flight 1.800.238.6681.

SPANISH IN THE WORKPLACE
The "Spanish in the Workplace" series is designed to help remove language barriers in the workplace. From bankers, builders, emergency techs to nurses, police officers, and teachers, customized, job specific Spanish training is available. Each course promotes natural language acquisition through the use of non-traditional training techniques including music, role-playing, games, and other group activities. No prior knowledge of Spanish is required. For details on how to design and schedule Spanish training for your workplace, contact the Training for Existing Business & Industry Center at 205.391.2434.

LEADERSHIP ORGANIZATIONAL DEVELOPMENT

The Achieve Global partnership with Shelton State's Training for Existing Business & Industry Center offers education and training services for all organizational levels. Executives, managers, individual contributors, team leaders and members all benefit from the knowledge, enhanced skills, and useful, practical tools that Achieve Global provides. Corporate Training instructors are certified to provide Achieve Global training in the following programs:

FRONTLINE LEADERSHIP SERIES:

- YOUR ROLE AND THE BASIC PRINCIPLES
- GIVING CONSTRUCTIVE FEEDBACK
- GETTING GOOD INFORMATION FROM OTHERS
- GETTING YOUR IDEAS ACROSS
- DEALING WITH EMOTIONAL BEHAVIOR
- RECOGNIZING POSITIVE RESULTS

Call today for information on how your corporation can take advantage of these proven training programs. For more information, call the Training for Existing Business & Industry Center at 205.391.2434.

READY TO WORK

Alabama's Ready to Work Training Program is offered at 39 locations and provides a career pathway for adults with limited education and employment experience. Ready to Work's workplace environment provides trainees the entry level skills required for employment with most businesses and industries in Alabama. The training curriculum is set to standards cited by business and industry employers throughout the state and the skills cited in the U. S. Department of Labor's Secretary's Commission on Achieving Necessary Skills (SCANS) Reports.

Ready to Work is operated through Alabama's Adult Education Program in cooperation with the AIDT. Clients admitted to the program must be at least 16 years of age, possess a high school diploma or GED equivalency and score the appropriate levels on the Test for Adult Basic Education (TABE). Essential requirements for successful completion include the following:

- 95 percent attendance and punctuality rate;
- Instructor certification of satisfactory achievement of work ethic, organizational skills, and appropriate attitude and motivation;
- Instructor certification of satisfactory achievement of proble solving skills, workplace behaviors, computer skills, and job acquisition skills;
- Instructor certification of satisfactory achievement of manufacturing skills;
- Attainment of a minimum WorkKeys Assessment Level 3 on Applied Mathematics, Reading for Information, and Locating Information;
- Performance at the tenth grade level or above upon completion as verified by TABE; and,
- A score of at least 70 percent on the written Alabama Certified Worker Examination. Successful completion results in the award of an Alabama Certified Worker Certificate and a state career readiness credential.

For more information please contact 205.391.2482.

It is the official policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Although the publisher of the schedule has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors occasioned by honest mistakes. All information in this schedule is subject to change by Shelton State without prior notice.

Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Shelton State Community College.



SHELTON STATE
COMMUNITY COLLEGE
DREAMS FULFILLED HERE.

REQUIREMENTS FOR REGISTRATION

High school diploma or the equivalent is not required for participation in Continuing Education courses.

REGISTRATION OPTIONS

1) **By Fax:** Fax a completed registration form with a VISA, MasterCard, Discover, American Express, or purchase order number with billing information to 205.391.2490.
2) **By Phone:** Call 205.391.2386
3) **By Mail:** Send the completed registration form with a check or money order to Shelton State Community College, Box 270, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
4) **In Person:** Bring the completed registration form to the office of Training for Existing Business and Industry & Continuing Education, Room 1912B. Office hours are Monday - Friday, 8 a.m. - 5 p.m. Payment should be made through the Cashier's Office. For more information visit the Shelton State Community College web site **sheltonstate.edu**. Go to TEBI/CE Schedule from the main menu.

CONFIRMATION: A written confirmation will be mailed prior to the first class meeting unless time does not allow. Information will include the date, time, and location of the course, a map and a parking form for vehicle registration (if this applies).

CANCELLATIONS AND REFUNDS: Class participants have three working days following the first class meeting to request a refund. A refund minus a 5% administrative processing fee will be mailed. Please include your name, social security number, course name and number on your written request. Failure to attend the program does not constitute cancellation. All registrations will be refunded in full for class cancellations due to insufficient enrollment.

PARKING: A parking permit is required for everyone participating in any course offered through Shelton State Community College. Permits are effective for the academic school year beginning in the fall semester, so please keep the permit until the year is completed. Please include the $10 fee with the registration payment. All cars parked without a permit are subject to being ticketed. Shelton disability parking validation is required. Please take handicap verification and parking form to the Campus Security to receive a tag for handicap parking.

DATES OF SCHOOL CLOSING: Shelton State Community College will not be open for classes on July 4. Classes will be held May 30 through August 8, unless otherwise stated.

CONTINUING EDUCATION UNITS: Continuing Education Units (CEUs) are a nationally recognized method for denoting non-credit Continuing Education participation and are available for many of the courses. One CEU is granted for each ten contact hours of class participation. To qualify for the CEU, an individual must attend at least ninety percent of the course and display an understanding of the course content.

SHELTON STATE COMMUNITY COLLEGE
REGISTRATION FORM
For all TEBI & CEU courses

Name (Please print) _____

☐ Male ☐ Female

Address _____

City _____ County _____ State _____ Zip _____

E-mail Address _____

Phone (Home) _____ Phone (Work) _____

Social Security # _____

Employer _____

Course(s) # _____ Course Title _____ Fee _____

1. _____
2. _____
3. _____
4. _____
5. _____

TOTAL COURSE FEES: $_____

PARKING FEE: $ 10.00 (unless 1 day workshop)

TOTAL DUE: $_____

PAYMENT INFORMATION

☐ MONEY ORDER ☐ CHECK
☐ MASTERCARD ☐ VISA
☐ DISCOVER ☐ AMERICAN EXPRESS
☐ P.O. #_____

Credit Card Number _____ Expiration Date _____

Checks and /or money orders should be made payable to SSCC.

Return this form to

Shelton State Community College
TEBI/Continuing Education, Box 270
9500 Old Greensboro Road
Tuscaloosa, AL 35405



TRAINING FOR EXISTING BUSINESS AND INDUSTRY

and

CONTINUING EDUCATION

SUMMER 2008

SHELTON STATE
COMMUNITY COLLEGE

9500 Old Greensboro Road
Tuscaloosa AL 35405

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